

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 23 December 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 49  
16 December - 22 December 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Weekly enrollment in OTR courses dropped off about 5% in 1959 from 1958 average. I have attached a chart (unclassified) which indicates the seasonal fluctuations were very similar yet the average weekly enrollment slipped [redacted] Ignoring the summer vacation periods the respective average fell [redacted] By some schedule modifications we could probably keep our peak figures down [redacted] if we succeed this would be optimum use of classroom areas.

2. Through continuing chats with Bud Russ, Exec at National War College, I am led to believe there have been no communications yet from JCS re Agency slots.

3. [redacted] have been wrestling with a draft statement of CIA policy relative to payment of expenses incident to attendance of Agency personnel at specified types of meetings. The OGC recently called our attention to the fact that formal enunciation of DCI policies on this subject, as required by Public Law 81-110, has never been accomplished.

4. OTR components are responding conscientiously and articulately to our request for comments on proposed revision of OTR Regulation [redacted] "Mission and Functions of the Office of Training". Schools and Staffs are making a sincere effort to collaborate in producing an accurate and meaningful basic regulation. In the meantime, editorial work is continuing on the proposed new OTR regulation dealing with cancellation and change in dates of courses.

25 YEAR RE-REVIEW

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5. "They said it couldn't be done." At 0930 on 22 December 1959, we received a training request from FDD for one of their employees to attend full-time Korean Course at the Army Language School at Monterey, beginning 8 January 1960. Within three hours the following action was accomplished.

- a. An informal QRP with LAS
- b. Approval action by Registrar
- c. Secured a space from CONARC

e. Completed all administrative action, such as issuing travel orders, advance, Power of Attorney, memo to Fiscal Division, etc.

The above is quoted from [ ] report to me and I'm proud of everyone's part in it. Incidentally, the request was approved by OO Career Board on 18 December. At least this is evidence that something was accomplished in Christmas week!

6. Special Bulletin, Number 27-59, entitled Army Special Forces Lectures, was distributed on Monday to the Training Officers of the DD/P and DD/S.

7. The schedule of proficiency tests, covering the period 7 January through 30 June 1960, was prepared and forwarded for approval and publication as an Agency notice in the [ ] series.

8. During this reporting period the minutes of the last LDC meeting were prepared and distributed to all members of the Committee along with a revision of the table of awards, prepared by [ ]. Each member was asked to comment and forward to Mr. [ ].

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9. There will be an additional running of Administrative Procedures 4 - 22 January 1960. At present we have 32 students registered, all DD/P. For the running regularly scheduled in February registration is already in excess of 35.

10. Enrollment for Operations Familiarization has snow-balled to 53 [redacted] If [redacted] facilities and instructor loads permit, we may wish to reconsider the 48 capacity.

11. We have had a great deal of cooperation from OTR Schools in clearing up 1959 student rosters and training reports. During this reporting period we received and coded 13 final rosters accompanied by 176 student training reports, on these courses: French Basic RSW I (two classes), French Basic RSW III, French Intern RSW I, German Intern RSW (Full time), Spanish Basic RSW I, CSR #27, Conference Techniques #12, Clandestine S&T Ops #3, Management #56, Ops Support #38, Supervision in Research and Analysis #1, Writing Workshop (Intern) #26.

12. In working out our leave schedules we'll have coverage, but thin, in all departments between now and 4 January. With [redacted] already gone, [redacted] will be R/TR for a few hours during this interval.

13. During the week 16 December - 22 December 1959, 702 persons were enrolled in OTR conducted training:

275 enrolled in 52 classes ( 9 languages) voluntary  
160 enrolled in 36 classes (14 languages) internal  
83 enrolled in 3 Intelligence School courses  
40 enrolled in 2 SIC courses  
14 enrolled in 1 Operations School course  
19 enrolled in 1 area course  
80 Junior Officer Trainees  
16 Dependents  
8 National Guard (Includes one Agency employee)  
5 from other Government agencies

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